

**REQUIRED EXHIBITS FOR NOT FOR PROFIT/RELIGIOUS CORP
ALL DOCUMENTS WHICH REQUIRE SIGNATURES REQUIRE
THREE(3) ORIGINALS OF EACH**

- 1) Certificate of Incorporation and all amendments thereto _____
(If you are not sure if these are complete, or do not have a copy, please advise
and we will order a search of the County Clerk's records and obtain copies on file)
- 2) Copy of Constitution and Bylaws _____
(If there are no constitution or by laws please advise)
- 3) Names/addresses of Trustees and Officers _____
- 4) Copy of deed proving ownership _____
- 5) Certified Board resolution recommending transaction _____
(**BFSWG** will draft and provide to client -
this must be voted on AFTER we have a signed contract)
- 6) Notice to Membership of vote on transaction _____
(**BFSWG** will draft and provide to client)
- 7) Affidavit of reading and/or mailing of membership notice _____
(**BFSWG** to draft and provide to client)
- 8) Certified Membership resolution recommending transaction _____
(**BFSWG** to draft - include # of members, # attending meeting & votes pro & con)
- 9) Reason for transaction (promotion of interest of Corp) _____
- 10) Disposition to be made of proceeds (full description) _____
- 11) Current Appraisal of subject premises _____
- 12) Statement of use of proceeds (consistent w/purpose) Use of Proceeds must be
Documented – IF it is to renovate or any type of construction
the AG needs a signed contractor estimate _____
- 13) Consideration to be received _____
- 14) Contract of sale _____
- 15) Financial Statement of assets and liabilities of Corp. _____
(Must not be older than 6 months)
- 16) Profit and Loss Statement _____
(Must not be older than 6 months)

#’s 15 and 16 must be certified by an accountant or the treasurer or financial secretary of the corporation OR must be contained in an annual report or audited statement signed by a financial professional